

October 14, 2009

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 09-09 AND RELATED PAG CHANGES</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** LYNN A. INTREPIDI  
Interim National Director  
Office of Job Corps

**SUBJECT:** PRH Chapter 6, Exhibit 6-1: Revision to Administrative Leave With Pay Policy for Use by Students Who Exhibit Symptoms Associated With the H1N1 Influenza

1. Purpose. To update Job Corps policy in the Policy and Requirements Handbook (PRH) and related parts of the Program Assessment Guide (PAG) regarding modifications to the Administrative Leave With Pay category for use by students who exhibit symptoms associated with the H1N1 influenza.
2. Background. Job Corps Information Notice 09-15, dated September 3, 2009, provided information regarding prevention, testing, and treatment for students and staff for influenza, particularly the H1N1 influenza, based upon the most recent recommendations from the Centers for Disease Control and Prevention (CDC). In particular the Information Notice states that non-residential students who experience symptoms associated with the H1N1 influenza are encouraged to stay at home for a minimum of 5 days and do not require third-party verification of illness. Residential students who exhibit these symptoms may also be transported home by a family member (or remain on center for treatment). Job Corps leave policy must therefore be modified to ensure that an appropriate leave category that does not require third-party verification is available for use in such situations.
3. Explanation of PRH Changes. The following revisions have been made to the leave policy in Chapter 6, Exhibit 6-1:

Paid-Not Present for Duty-Administrative Leave With Pay. A new Center Information System (CIS) leave reason has been added to this leave category that allows use of this category by students who exhibit symptoms associated with the H1N1 influenza,

including fever, chills, sore throat, coughing, and muscle pain. Additionally, the criteria and limitations for this leave category have been modified to state that no third-party verification is necessary for use of Administrative Leave With Pay when used for H1N1 influenza symptoms. Please note, all other criteria and limitations regarding Administrative Leave With Pay policy are unchanged.

4. Explanation of PAG Changes. The PAG will be updated to reflect this change.
5. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
6. Effective Date. October 16, 2009.
7. Inquiries. Inquiries should be directed to Dale Fischer at (202) 693-3211 or [fischer.dale@dol.gov](mailto:fischer.dale@dol.gov).

Attachments

A – PRH Cover

B – PRH Exhibit 6-1